

Position Description

<u>POSITION:</u>	Chef
<u>SALARY:</u>	To be confirmed, dependent upon qualifications and experience
<u>CATEGORY:</u>	Casual

POSITION OBJECTIVES

The primary purpose of the role of the Chef is the smooth running of preparation and service and support in the areas of:

- Up holding Hygiene Standards
- Up holding Food Safety Standards
- Up holding WH&S Standards
- Lead the kitchen staff in the day to day operations of the kitchen as required.
- Quality food preparation and presentation.

KEY RESPONSIBILITIES

General

- Oversee all aspects of preparation, production, stock control, hygiene, wastage, portion control, presentation and WH & S for the café.
- Ensure that kitchen is staffed appropriately according to defined staff ratios.
- Maintain a high standard of presentation and grooming including personal hygiene with special attention to fingernails, hands, and hair care.
- Act responsibly, perform work duties in accordance with workplace Health & Safety standards and wear Personal Protective Equipment where required.
- Be fully conversant and comply with company policies and procedures.
- Maintain an effective working relationship with all staff and managers ensuring efficient lines of communication
- Perform any other duties directed to assist in the efficient operation and management of the cafe in conjunction with the Food and Beverage Manager.

Cooking

- Prepare food to specifications including preparation of new menu offerings.
- Instigate one off offerings to meet daily needs, in particular changes to the menu that address the different audiences that attend events at our venues
- Maintain a high standard of operational hygiene and to fully comply with food hygiene regulations.
- Ensure required tasks are completed from designated checklists and weekly work schedules at the end of every shift.
- Write preparation lists
- Forecasting of supply needs and estimating costs and ordering of stock to maintain service standards
- Assist in monthly stocktake count and reporting

- Check daily functions, restaurant reservations and roster for days ahead and action any changes required.
- Check presentation and portion control at all times.
- Keep cool rooms, fridges, and freezers organised.
- Maintain regular checks on equipment and ensure a regime of preventative maintenance.

ORGANISATIONAL RELATIONSHIPS

Reports To: Food and Beverage Manager

Internal Liaisons: BOH Staff, FOH staff, other staff, volunteers

External Liaisons: Customers, venue patrons, suppliers

SKILL REQUIREMENTS

Essential Criteria

- Certificate III in Hospitality (Commercial Cookery)
- 24 months experience in a similar commercial environment
- Experience in retail catering
- Food Safety Supervisor statement of attainment
- Experience in pastry highly regarded.
- Event catering experience required.
- Short order café cooking essential

Desirable Qualifications

- First Aid Certificate
- Responsible Service of Alcohol
- Safe Food Handling Certificate
- Chemical Handling training